

URBAN/MUNICIPAL

CA4 ON HBL W26

M37

1998

MINUTES

SPECIAL EDUCATION
ADVISORY COMMITTEE

JAN. 28, 1998 ...

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CAY ON HBL W26
M37
1998

D R A F T

THE HAMILTON N-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Special Education Advisory Committee (SEAC) Meeting on January 28, 1998

Present:

- R. Mulholland, Chair of the Board
- S. Bramberger, Hamilton-Wentworth Community Care Access Centre
- D. Bucsis, Learning Disabilities Association of Hamilton-Wentworth
- N. Dalziel, Hamilton District Society for Disabled Children
- L. Innes, Down Syndrome Association of Hamilton [Alternate Representative]
- V. Kerr Jaskiewicz, Hamilton and District Easter Seals Parent Delegate Group
- J. McDough, CHOICES [represented H. Bushey]
- R. Peters, Canadian National Institute for the Blind (CNIB)
- B. Pupols, Down Syndrome Association of Hamilton
- B. Shepard, Association for Bright Children, Chair of SEAC
- C. Vidic, Children and Adults with Attention Deficit Disorders (ChADD)
- C. Vlahovich, The Children's Aid Society of Hamilton-Wentworth
- V. Wylson-Sher, Autism Society Ontario, Hamilton-Wentworth Chapter

URBAN MUNICIPAL

FEB 25 1998

GOVERNMENT DOCUMENTS

Regrets:

- J. Bishop, Trustee
- L. Archer, Ontario Psychological Association
- C. Flatt, Hamilton-Wentworth Community Care Access Centre [Alternate Representative]
- A. Kappheim, Association for Bright Children [Alternate Representative]
- B. Shields, Hamilton Association for Community Living
- T. Simms-Obidi, Autism Society Ontario, Hamilton-Wentworth Chapter
[Alternate Representative]

In attendance:

- E Bond, Superintendent of Program
- W. Joudrie, Superintendent of Schools
- J. Tomlinson, Interim Assistant Superintendent of Program
- N. Butterworth, Wentworth Women Teachers' Association
- C. Campanella, Interim Project Team Leader - Special Education
- S. Dube, Hamilton Secondary School Principals' Council (HSSPC)
- N. Harper, Special Education Co-ordinator/Consultant
- E. Hipkiss, Hamilton Principals' Association (HPA)
- G. Moncur, Wentworth Principals' Association
- L. Schwenger, Hamilton Teachers' Federation (HTF)

Dr. Bond called the meeting to order at 7:05 p.m. Noting this would be the first SEAC meeting of The Hamilton-Wentworth District School Board, Dr. Bond felt that introductions among the Association representatives, new Board trustees, officials and staff were in order. She added the members may wish to contemplate as well on their interest in the position of Chair of this Committee.

At this point in the meeting, the Committee had a five-minute break to permit the members to get acquainted with each other.

The meeting then resumed at 7:27 p.m. with W. Joudrie calling it to order. He sought the members' indulgence as the new SEAC had to work its way through in terms of meeting decorum given that the predecessor Boards had differences in the conduct of their SEAC meetings prior to the amalgamation.

1. ELECTION OF CHAIRPERSON

W. Joudrie called for nominations for Chairperson of the Special Education Advisory Committee.

It was moved by B. Pupols, seconded by D. Bucsis: That B. Shepard be nominated Chairperson of the Special Education Advisory Committee for The Hamilton-Wentworth District School Board.

It was moved by D. Bucsis, seconded by V. Kerr Jaskiewicz: That the nominations be closed. CARRIED.

To the motion, CARRIED.

B. Shepard assumed the Chair and noted regrets for not being able to attend had been received from L. Archer, J. Bishop, H. Bushey, C. Flatt, A. Kappheim, B. Shields and T. Simms-Obidi.

2. APPROVAL OF AGENDA

It was moved by V. Wylson-Sher, seconded by N. Dalziel: That the agenda be approved as presented.

The Chair accepted the following additional items to the agenda:

1. Status of Glenwood School
2. Issue of Busing
3. Recommendations relating to Special Education from the Local Education Improvement Committee (LEIC) - Timelines

The motion, as amended, was put to a vote and was CARRIED.

3. APPROVAL OF MINUTES

It was moved by B. Pupols, seconded by C. Vidic: That the minutes of the January 8, 1998 SEAC minutes (former Wentworth SEAC) be approved as distributed.

CARRIED.

It was moved by C. Vlahovich, seconded by V. Kerr Jaskiewicz: That the minutes of the November 19, 1997 SEAC minutes (former Hamilton SEAC) be approved as distributed.

CARRIED.

4. CORRESPONDENCE FROM THE MINISTRY OF EDUCATION AND TRAINING RE REPORT TO THE MINISTER OF EDUCATION ON THE FORMER HAMILTON BOARD'S ANNUAL REVIEW OF SPECIAL EDUCATION PROGRAMS AND SERVICES

No discussion ensued.

The members agreed to receive the correspondence for information.

It was noted that the former Wentworth County's Annual Review of Special Education Programs and Services had been acknowledged by the Ministry of Education and Training at a previous meeting.

5. NEW BUSINESS:

A.) REVIEW OF TERMS OF REFERENCE OF SEAC

The Terms of Reference for the former Wentworth SEAC was reviewed by V. Wylson-Sher and the Reference Manual for the former Hamilton SEAC was reviewed by N. Dalziel.

Noting the many similarities as well differences in the two documents, the members concurred that a sub-committee should be struck to oversee the development of the Terms of Reference for the new SEAC.

After some discussion,

It was moved by B. Pupols, seconded by C. Vidic: That a sub-committee, consisting of the following members, be struck to oversee the development of the Terms of Reference for The Hamilton-Wentworth District School Board SEAC:

- 1. C. Campanella**
- 2. N. Dalziel**
- 3. N. Harper**
- 4. V. Wylson-Sher**
- 5. J. Tomlinson**
- 6. C. Vidic**

CARRIED.

B.) AGENDA FORMAT FOR FUTURE MEETINGS

Noting that the format of the former Wentworth SEAC Agenda was used for this evening's meeting, **the Chair suggested and obtained the members' concurrence to utilize the former Hamilton SEAC's format for the next meeting.** This would enable the members to make comparisons between the two styles and then determine an appropriate format for future SEAC meetings.

To facilitate the agenda planning, **the Chair encouraged the members to call, well in advance, either the Chair, the Minute Room or the office of W. Joudrie for any items they may wish to include on the SEAC agenda.**

C.) REVIEW OF REVISED REGULATION ON SEAC

Dr. Tomlinson distributed and reviewed the Ontario Regulation 464/97 of the Education Act [a copy on file in the Minute Room] which relates to Special Education Advisory Committees. [This regulation was revised in light of the passing of Bill 160.]

There was agreement among the members that the following areas should be reviewed closely by the SEAC sub-committee overseeing the development of the Terms of Reference for the new Board's SEAC:

- ⇒ The need for a Vice-Chair [It was noted that the former Wentworth SEAC elected a Vice-Chair.]
- ⇒ Membership to SEAC in terms of criteria, process for additional members if number of SEAC members exceeds 12
- ⇒ Attendance of alternate representatives to SEAC meetings -- the need for guidelines
- ⇒ Guidelines relating to voting privileges
- ⇒ The role of trustee representatives to SEAC
- ⇒ The role of the SEAC Chair during voting

6. DATES, TIME AND LOCATION OF FUTURE MEETINGS

Meeting Dates

As conflicts on individual schedules among the members were identified, the members agreed to meet on alternating last Tuesdays and Wednesdays of each month for the February to June 1998 period. Future SEAC meeting dates are as follows:

Tuesday, February 24, 1998

Wednesday, March 25, 1998

Tuesday, April 28, 1998

Wednesday, May 27, 1998

Tuesday, June 16, 1998 [This was set two weeks earlier in light of school graduations/end of school year.]

Meeting Time

To accommodate time conflicts with some members, the Committee agreed to a meeting time of **7:15 p.m.**

The Chair encouraged the members to adhere with the 7:15 p.m. start time to be able to keep the meeting duration of two hours. A member added that time allotments for presentations to this Committee should be respected.

Meeting Venue

The members agreed to continue meeting in the Lower Auditorium at the Education Centre, Hamilton.

The members were reminded that parking is available behind the Education Centre building off Bay Street.

7. STATUS OF GLENWOOD SCHOOL

W. Joudrie advised that the issue of accommodation is among the recommendations from the Local Education Improvement Committee (LEIC) for consideration by the new Board and the present overcrowding in the schools of Ancaster, Waterdown and Hamilton will be addressed. He assured the members that accommodation has been "flagged" by the officials as an issue requiring immediate attention. **W. Joudrie noted further that when consideration of this matter commences, input from SEAC, parents, School Councils and the community will be sought prior to decision making.**

The potential relocation of the special education programming at Glenwood School to Hamilton's Fairview School was raised. W. Joudrie clarified that the issue revolves around Glenwood's programming; an initial look at the situation revealed that Fairview School is well built and designed to accommodate students with special needs.

At this point, R. Dawson, Principal of Glenwood School, apprised the members of Glenwood's programming. Affirming his awareness of the potential relocation of the school's special education services, he offered to provide further updates to this Committee as well as the Glenwood School Council when definite information becomes available.

The Chair said she had an opportunity to visit Fairview School and was impressed with the school layout.

It was suggested, and the members agreed, to invite R. Dawson to a future SEAC meeting to apprise the members of the progress of this issue.

The members were assured that SEAC, Glenwood School Council, parents and the community will be invited to provide input prior to finalizing any plans for Glenwood School.

8. BUSING

C. Vidic recalled her earlier concern about some students arriving in the school prior to there being supervision on the school grounds. She said the problem was corrected at her son's school by changing the bus schedule; she wondered how this is being addressed in other schools.

Dr. Tomlinson indicated that teacher attendance of 15 minutes prior to school entry is required by the Education Act. Noting that this is particularly important for special needs students requiring additional assistance, Dr. Tomlinson said that many schools provide supervision earlier than the required time.

E. Hipkiss advised that schools attempt to minimize the risks, particularly for special needs students, with the combination of assistance from the teachers and educational assistants -- with parental involvement/consent. He added that schools need to look at individual situations, depending on the extent of the student needs.

Acknowledging that this concern requires closer consideration, **W. Joudrie offered to bring back a report on the issue at a future SEAC meeting.**

**9. UPDATE ON THE LOCAL EDUCATION IMPROVEMENT COMMITTEE (LEIC)
RECOMMENDATIONS REGARDING SPECIAL EDUCATION - TIMELINES**

In apprising the members of the LEIC recommendations, Dr. Bond noted that, under the leadership of M. Matier, Superintendent of Transitional Services, work has started in the development of the process for consideration of the many recommendations from the LEIC. She affirmed that SEAC will be given the opportunity to have representation and provide input during the deliberation of a steering committee tasked with the review of the recommendations relating to Special Education. Dr. Bond felt it would be helpful at this time if the members could signify their interest to participate in this undertaking. The following members volunteered:

	<u>Available for:</u>
V. Wylson-Sher	- Day meetings
B. Shepard	- Day meetings
B. Pupols	- Evening meetings
R. Peters	- Day/Evening meetings

In response to a question, Dr. Tomlinson explained the present process adopted by the new Board in deliberating key issues: Items for consideration are initially presented for debate/deliberation at a Committee of the Whole Meeting [first and third Thursdays of the month] and then brought before the Board for final approval at a Regular Board Meeting [second and fourth Thursdays of the month].

Replying to S. Bramberger's request, Dr. Bond agreed to include with the minutes a list of the LEIC recommendations applicable to Special Education (see attached).

ADJOURNMENT

It was moved by V. Kerr Jaskiewicz, seconded by N. Dalziel: That the meeting adjourn, this being done at 9:15 p.m.

CARRIED.

rt

Att.

WORK GROUP REPORTING FORM

Program/Services: Special Educational Services

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Program: - At the present time each Board has its own Special Education Plan - At the present time each Board has its own Special Education Services department.	Jan. '98 to June '98 Completed by Jun. '98 Completed by Sept. '99	1) That the District Board run parallel special education programs and services. Review and Development: 2) That a committee with representation from special education services, principals, support staff, parents, SEAC and senior management from both Boards. i) review existing services and models of delivery ii) develop a plan for amalgamation of special education services that ensure that the best practices are in place to meet the special needs of exceptional students in the most cost-effective manner. Implementation: 3) That the amalgamated plan be implemented beginning September, 1998, with full implementation to occur by September, 1999.	- Special Education programs are legally mandated - Running parallel services and programs will provide the least disruption to students and allow for a best practice model to be developed. - Representative stakeholders can provide needed input - allows for the development of a consistent, system-wide plan - One Special Education Plan would meet the legal mandates and the need for system-wide consistency - one department will provide a consistent focus for programs implementation - Allowing a year for implementation will provide the time for pilot programs to be evaluated prior to full implementation
Personnel: There are contractual and staffing issues that are different in the two special education departments.	Prior to January '98 Completed by Sept. '98	1) That the Personnel Committee be alerted to the differences in contracts, and 2) That the contractual issues be dealt with by the Board	
Personnel: Supervision/co-ordination of Special Education Services in the District Board. (Current status: Each Board has a Co-ordinator/Project Team Leader of special education)	• Prior to Jan. '98 • Completed by Sept. '98	2) Refer to Personnel by January '98. and 1) That the District Board appoint one Co-ordinator by Sept. '98	one co-ordinator is required to co-ordinate the transition period of amalgamation.

Program/Services: Special Educational Services

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Plant: The two special education departments are housed at two locations.	Jan. - Jun. '98 Sept. '98	i) That each department maintain its own location during the transition period (Jan. - June '98) ii) That this issue be referred to the Plant Department, Special Education Services, and appropriate supervisory officers. iii) That the Special Education Services staff for the District Board be housed at one central location as of Sept. '98. iv) That all program support staff (e.g. psych. serv., social work, speech & lang., spec. ed.) be housed in one central location.	- consistency of existing service delivery - practicality - efficiency - to promote system-wide consistency - to facilitate communication
Personnel: There are different role descriptions for special education services staff in Hamilton and Wentworth Boards.	Jan. - June '98	1) That the special education services staff operate under existing role descriptions during the transition phase (Jan.-June '98) - and 2) That the special education services staff develop one role description to be approved by the District Board by Sept. '98.	one co-ordinator is required to co-ordinate the transition period of amalgamation.

WORK GROUP REPORTING FORM

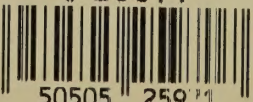
Program/Services: SEAC

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
1) At least 5 local associations have a representative on each board's SEAC • Assoc. for Bright Children • Autism Ontario • Down Syndrome Assoc. • Hamilton Council for Home & School Association • Hamilton-Wentworth Home Care Program	Jan. 1998	• Each association be contacted and requested to submit one name (and alternate if association chooses) • Two members with one vote may be considered from Jan. to June '98 with the understanding that in Sept. '98 each association have one representative.	• Section 206 Education Act • Balance of input from a variety of sources • Balancing collective needs and individual needs
2) Continuity of input from local associations and individual (non-core) members.	Jan. 1998	• New board considers the existing local associations to comprise the core members of SEAC.	• Section 206 Education Act • Provide consistency in the transition phase.



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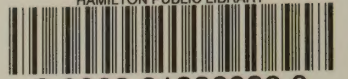


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